

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: The Central Intelligence Agency's Annual
Occupational Safety and Health Report to
the Secretary of Labor

1. ACTION REQUESTED: It is requested that you sign the attached letter.

2. BACKGROUND: In a letter dated 22 March 1985, the Under Secretary of Labor requested the Annual Occupational Safety and Health Report of the Central Intelligence Agency. He also asked for summaries which highlight accomplishments and initiatives implemented last year and plans, goals, and objectives planned and programmed for the coming year(s).

3. STAFF POSITION: The Safety Division, Office of Medical Services, has prepared this report in accordance with guidelines furnished by the Under Secretary of Labor. The Office of Communications, Logistics, Technical Service, the National Photographic Interpretation Center, [redacted] and domestic installations of the Office of Communications and Office of Training and Education, have contributed to this report in regard to the Safety and Health Program within their components.

4. RECOMMENDATION: It is recommended that you sign the attached letter forwarding the report to the Under Secretary of Labor.

Harry E. Fitzwater

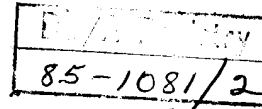
Attachment

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Central Intelligence Agency



Washington, D.C. 20505



The Honorable Ford B. Ford
The Under Secretary of Labor
Washington, D.C. 20210

Dear Mr. Ford:

Transmitted herewith is the Central Intelligence Agency's Annual Occupational Safety and Health Report for Fiscal Year 1984. The report was prepared in consonance with the guidelines provided by your office and in accordance with provisions of the Occupational Safety and Health Act (OSHAct), Executive Order 12196 (EO 12196) and Title 29, Code of Federal Regulations, Part 1960 (29 CFR 1960).

Efforts were continued toward strengthening the Occupational Safety and Health Program as reflected in paragraph 2 of the report. Significant improvements included the employment of a health physicist and a fire protection engineer in the Safety Division. Also, the safety and health budget was increased to provide funds for the immediate implementation of recommendations concerning fire, safety, and health hazards.

The major shortfall continues to be the requirement in 29 CFR 1960 for an annual survey of each facility. Several actions are being taken to strengthen this area during FY 85. An additional fire protection engineer was hired in March 1985 and in April 1985, a safety specialist was assigned full time to a major component. Each professional in the Safety Division, i.e., fire protection engineer, health physicist, industrial hygienist, and safety specialist will be cross trained so that each can conduct the full range of fire, safety, and health surveys. Further, Office of Medical

The Honorable Ford B. Ford

Services personnel who travel overseas will attend the five-day Basic Safety and Health Course presented by Safety Division personnel and will be trained to conduct noise and illumination surveys. They will then be provided the necessary test equipment and conduct noise and illumination surveys at the facilities they visit.

Please be assured that we have a sincere interest in providing our employees with work environments that are free of fire, safety and health hazards, and will continue toward full compliance with the OSHAct, EO 12196 and 29 CFR 1960.

Sincerely,

[Redacted Signature Box]

Harry E. Fitzwater
Deputy Director
for
Administration

Enclosure

STAT

SUBJECT: Annual Occupational Safety and
Health Report

STAT SD/OMS [] bf(1 May 1985)

Distribution:

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RETYPE: O/DDA/rj (for DDA signature) 7 May 1985

AGENCY ANNUAL REPORT
Occupational Safety and Health Program

Fiscal Year 1984

Name of Agency Central Intelligence Agency

Name of Component _____

Address Washington, D.C. 20505

Number of employees covered by this report
Covers the entire Central Intelligence Agency. The number of employees is classified.

Name of individual responsible for the occupational safety and health program of the agency
Harry E. Fitzwater

STAT Telephone number of this individual

Title of this individual Deputy Director for Administration

1. Central Intelligence Agency Injury/Illness Data

a. The Central Intelligence Agency has an internal accident/illness reporting form and implementing regulations that require the form to be completed and forwarded to the Safety Division for each occupational injury and illness. The Safety Division also receives a copy of each CA-1 form (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) to ensure each incident is recorded. Statistical data for calendar and fiscal year is not compiled until thirty days after the end of the year to allow for receipt of reports from the field. Attachment 1 reflects the occupational fatalities/lost time disabilities and leave costs incurred by CIA employees during CY 1983 and FY 1984.

b. In 1961, an agreement was reached between the Department of Labor and the Central Intelligence Agency that, for reasons of security, no billing will be made for compensation cost involving cases originating in the Central Intelligence Agency. The reasons for that agreement are equally valid today. However, costs of leave taken as a result of occupational injuries and illnesses are computed by the Safety Division and as suggested, are compared for CY 1983 and FY 1984 on Attachment 1.

c. Analysis of the lost workday occupational injuries and illnesses incurred by CIA employees during CY 1983 and FY 1984 reveal that the major causes of the injuries are slips and falls. Attachment 2 reflects the types and numbers of lost workday occupational injuries and illnesses incurred during CY 1983 and FY 1984. There is an increase of thirteen injuries, five of which were the result of slips and falls. Special emphasis is continually placed upon correcting and preventing causes of these injuries through inspections and contacts with appropriate officials concerning basic procedures for caring for noncarpeted surfaces as well as overall conditions of walking areas, both inside and outside of buildings.

2. Major Accomplishments and Initiatives of Occupational Safety and Health Program During FY 1984

a. Safety and health surveys and inspections were used as the primary means of preventing accidents, fires, and occupational related injuries and illnesses. Forty-two (42) comprehensive surveys were conducted by Safety Division professionals. These involved

facilities. An additional 189 special inspections were also conducted as the result of accidents, employees' complaints, and suggestions. Ten employees of a major component who devote 50 percent of their time to safety related matters conducted 156 safety inspections. There were an additional 154 cursory safety inspections conducted by security officers during their overseas and domestic security surveys. These individuals have attended the 5-day basic safety and health course conducted by the Safety Division. Fire inspectors at two major facilities conducted quarterly fire and safety inspections.

b. The Agency's Safety and Health Program was considerably strengthened through the employment of a health physicist and additional fire protection engineer.

c. An Employee Activities Program was established and staffed with one full-time and one part-time employee. The program provides assistance to employees and families with a wide range of personal problems, e.g., marital, child related, spouse and child abuse, aging parents, single living, financial, eating disorders, and work related problems.

d. A new program was established in the Office of Medical Services (OMS) to provide Advanced Cardiac Life Support certification for OMS medical personnel. This initially utilized external experts to develop an internal OMS teaching staff from existing OMS staff members. One class was held with a combination of external/internal staff in FY 84. This program has and will enhance OMS' staffs medical knowledge and skills to improve the office medical response to workplace cardiovascular emergencies.

e. Training in all aspects of employees' safety and health on the job was continued at an accelerated pace. Professionals of the Safety Division received 1035 hours of training, of which 478 hours were during non-work hours. In addition to on-the-job training and the briefing of each new employee, safety and health courses and briefings were presented to 6130 employees and dependents. Subjects included:

- (1) Basic Safety and Health
- (2) Cardiopulmonary Resuscitation (CPR)
- (3) First Aid

- (4) Alcohol Awareness
- (5) Supervisory Orientation
- (6) Hazardous Cargo
- (7) Forklift Operation
- (8) Women's Safety
- (9) Fire and Electrical Safety
- (10) Warehouse Operations
- (11) Radiation Safety
- (12) Portable Fire Extinguisher Use
- (13) Basic Safety and Health for Hearing Impaired Employees
- (14) Safety Orientation for Overseas Assignees

f. Four Safety and Health Notices were published covering the following topics:

- (1) Prohibition on the Use of Certain Electronic Equipment - Walkman-Type Radios and Cassette Players in work areas.
- (2) Potential Fire Hazard - Terminal Data Corporation Acoustical Hoods.
- (3) Falls Cause Injuries.
- (4) Poison Prevention.

g. A computer based Diagnoses Program was instituted and phase one was completed. This established the recording of physicians' diagnoses on employees at the completion of their physical evaluations. A computer data base has been established of these results. This is another parameter by which the OMS staff can continue in its efforts to identify any health problems that may be work related.

h. Continued assistance was provided in Video Display Terminal (VDT) design and implementation, as well as evaluation of existing VDT stations and provision of recommendations for ways of improvement.

i. The "Office of Medical Services Newsletter" was re-instituted. Two quarterly issues were published covering a wide range of current safety and health topics.

j. The OMS Hypertension Clinic monitored blood pressures for employees each month.

k. A Patterns of Illness Study was continued and will serve as a record of Morbidity and Mortality among Agency employees from which various statistical evaluations can be made.

l. An OMS Health Fair was held in the Headquarters Building in conjunction with the American Cancer Society, the American Lung Association, and the American Heart Association.

m. The Agency's Safety and Health program was evaluated through preparation and review of various reports concerning the program. A comprehensive annual Accident Analysis Report was prepared for the Director of Central Intelligence and members of the CIA Safety and Health Committee. The 26-page report covered detailed analysis of the accidents, including: Causes (25), types (first aid, lost time, fatality, nonfatal), days lost, days restricted, age groups of injured employees, geographical areas of occurrence (Headquarters, domestic, overseas), occurrence by each CY quarter, and breakdown by major components. The Deputy Director for Administration, who is the CIA's designated Safety and Health Official, reviewed and signed the annual comprehensive report to the Secretary of Labor. Comprehensive reports covering the safety programs of seven major components were also submitted to the Safety Division.

n. A major Agency component located overseas instituted a Safe Driving Incentive Award Program for foreign national drivers.

o. The Safety Division initiated a comprehensive Asbestos Identification and Abatement Program in a continuing effort to provide Agency personnel with a safe and healthful work

environment. Major aspects of the program are the identification and analysis of samples of suspected asbestos, and the monitoring of all asbestos abatement contractors to ensure compliance with applicable Federal, State, and local Standards, and adherence to prevailing professional practices.

p. A series of personal safety and self defense courses were presented to personnel and their dependents, destined for overseas assignment.

q. Safety Division personnel participated in a three-day Directorate of Administration Career Awareness Program at the Headquarters Building. The program provided a realistic look at careers as they exist in the Safety Division as well as the Directorate of Administration. (Attachment 3)

r. The Printing and Photography Division, Office of Logistics, converted one vacated pay telephone booth area, to a Safety Awareness booth, complete with a shelving unit for displaying safety literature, a glass display case for posters, and a fluorescent light fixture to provide special illumination. (Attachment 4)

s. The overseas safety enhancement program continued at an accelerated pace. Its goals are to ensure safety and health recommendations are implemented as soon as possible and also to ensure employees have emergency breathing and descent devices, and that each residence is equipped with smoke detectors, fire extinguishers, first aid kits, and emergency escape devices. The Safety Budget was increased to provide these services.

t. Agency regulations hold managers, supervisors, and employees accountable for the safety and health conditions and practices within their areas of control.

u. A total of 40,700 pieces of safety literature, 31 different kinds, were distributed to employees. Attachment 5 reflects a typical Safety bulletin board installed in buildings occupied by CIA employees.

v. Close coordination has been maintained with officials of the Environmental Protection Agency and the Virginia Air Pollution Control Board regarding chemical waste disposal in the sewer system, procedures for disposal of hazardous wastes and materials, and disposal of trash via incinerator and Somat systems.

3. Occupational Safety and Health Plans, Goals, Objectives and Significant Initiatives for FY 1985

- a. Employ another fire protection engineer.
- b. Initiate a program whereby Regional Medical Officers overseas will be trained to conduct illumination and noise surveys.
- c. Increase worldwide safety and health surveys and inspections.
- d. Continue the overseas safety enhancement program which was initiated in 1983.
- e. Establish a safety officer rotational position in each of two major components.
- f. Continue the asbestos inspection and removal program. This program includes the inspection of areas suspected of containing asbestos, sampling of suspect material, and removal by a certified contractor where removal is considered necessary.
- g. Establish a mammography screening program. Planning and initial work was carried on for this project, but it was not implemented in FY 1984 due to a shortage of personnel and diversion of resources to a higher priority program.
- h. Prepare and publish a Fire Protection Engineering Manual which will provide criteria documents for Agency buildings and include building construction, fire protection, and special fire protection systems.
- i. Establish a Radiation Safety Program. The health physicist recently employed by Safety Division will formulate this program.

4. Comments for Consideration by OSHA's Office of Federal Agency Programs

The Safety Division receives a copy of the NEWS published by the Office of Information, U. S. Department of Labor and subscribes to the Bureau of National Affairs (BNA), Occupational Safety and Health Reporter. These publications are very useful to our safety and health professionals and are used for keeping them abreast of current and proposed legislative matters.

Attachment 1

OCCUPATIONAL INJURIES/ILLNESSES

FATALITIES

Years	0	1	2	3	4	TOTALS
CY 1983						1
FY 1984						1

LOST TIME DISABILITIES

Years	1	20	40	60	80	100	120	140	160	TOTALS
CY 1983										145
FY 1984										158

LEAVE COSTS

Years	Thousands of Dollars								TOTALS
	0	20	40	60	80	100	120	180	
CY 1983									\$118,862.05
FY 1984									\$165,098.75

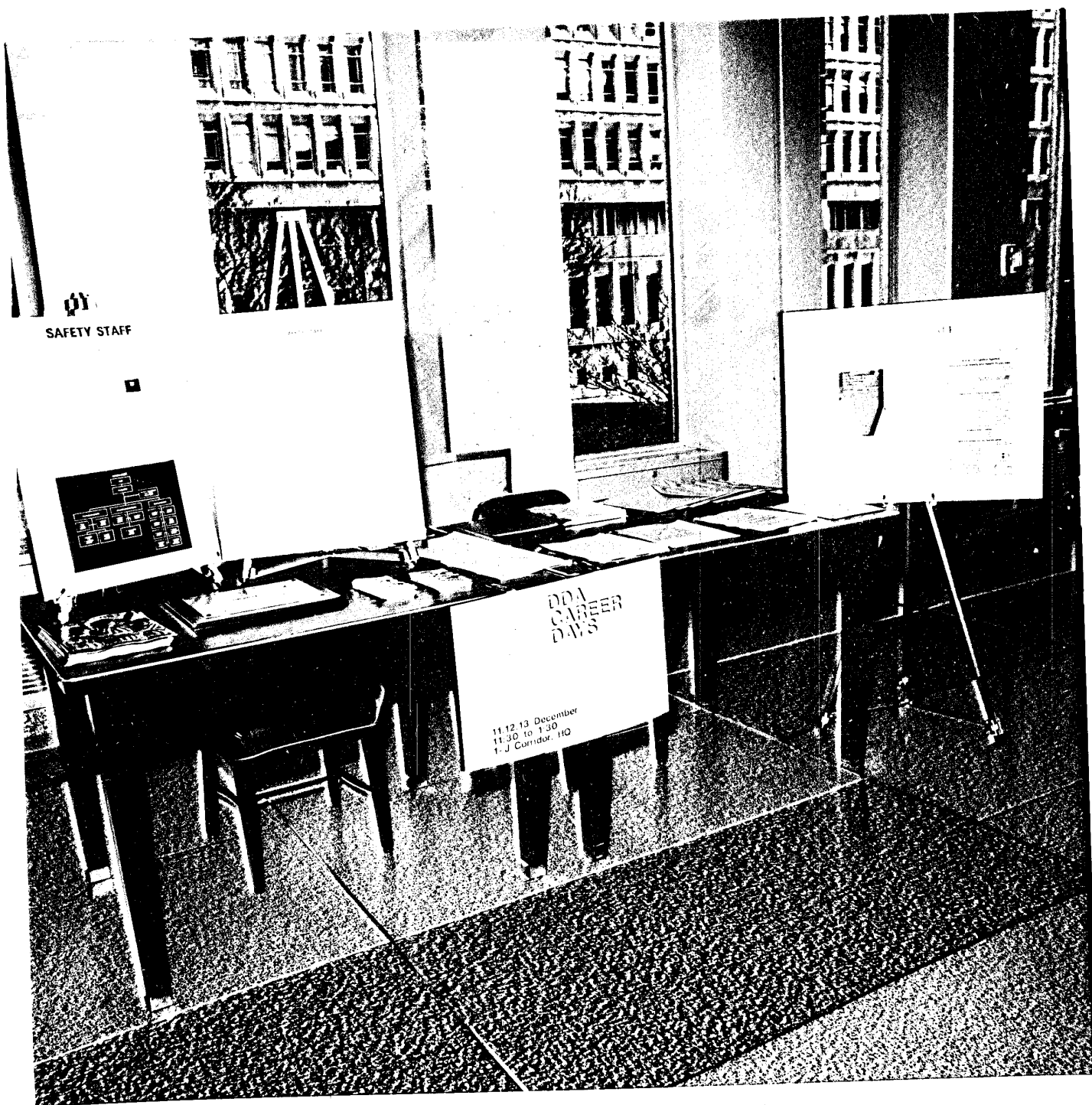
Attachment 2

OCCUPATIONAL INJURIES AND ILLNESSES

LOST WORKDAY CASES

CAUSE	CY 1983	FY 1984
Aircraft		
Watercraft		
Motor vehicle (collision)	9	12
Motor vehicle (noncollision)		1
Office - Involving:		
Safes & vaults		1
Falling supplies and equipment	4	2
Handling supplies	1	
Handling equipment	4	5
Striking against equipment	6	7
Miscellaneous	1	2
Fire		
Electrical	1	
Dust, gas, chemical	1	
Slips and falls:		
Stairways, steps	9	3
Sidewalks, walkways, curbs	6	12
Floors, hallways	25	23
Roads, parking lots	8	9
Ladders, stools, equipment	10	15
Miscellaneous		1
Lifting	20	21
Falling & flying objects	6	8
Hand tools	1	
Machinery	4	2
Striking against material & equipment (nonoffice)	4	5
Handling material & equipment (nonoffice)	19	13
Ordinance	1	
Training		5
Occupational Diseases:		
Gastro-intestinal	2	3
Hepatitis		
Malaria		1
Tuberculosis	1	1
Miscellaneous		3
Miscellaneous	2	3
TOTALS	145	158

ATTACHMENT
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ATTACHMENT
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SAFETY

THIS NOTICE MUST BE MAIN POSTED IN ACCORDANCE WITH 48 CFR 1.106

Central Intelligence Agency Occupational Safety and Health Protection

The Occupational Safety and Health Act (OSHA) was passed in 1970 to protect workers from job-related injuries and illnesses. The Act was designed to ensure that workers have a safe and healthy working environment. The Act is enforced by the Occupational Safety and Health Administration (OSHA), which is part of the Department of Labor.

The Act requires employers to provide a safe and healthy working environment for their employees. This includes identifying and eliminating hazards, providing safety training, and enforcing safety rules.

Agency Safety and Health Responsibilities

OSHA requires employers to provide a safe and healthy working environment for their employees. This includes identifying and eliminating hazards, providing safety training, and enforcing safety rules. The Act also requires employers to keep records of work-related injuries and illnesses, and to report certain types of incidents to OSHA.

Employee Responsibilities

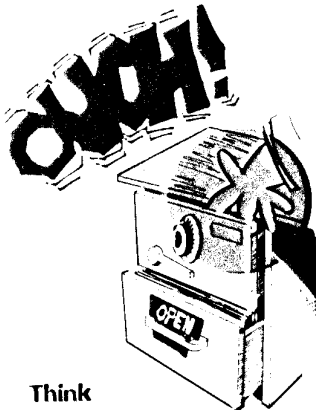
Employees are responsible for following safety rules and procedures, and for reporting any safety concerns to their supervisors.

Rights of Employees and Their Representatives

Employees have the right to a safe and healthy working environment, and to be free from retaliation for exercising their rights under the Act.



John J. Ray
Director, OSHA



Think
when using safes

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